

Administrative Assistant

Reports To

TAC Director

Job Overview

Assists the treatment team with administrative oversight of scheduling and calendars. This will include coordinating with the case manager to ensure systems and records are in place to appropriately track participant progress. This position will also assist the Director with financial record keeping and deposits. The primary function will be to support staff with administrative details while also maintaining the front desk.

Front desk duties are related to being the primary point of contact for the office. Answering the telephone and forwarding calls as needed, as well as receiving and sorting mail is an expectation. All mail and other documents received from participants & partners will be distributed to the appropriate staff. This position will also be responsible for filing documents and managing the file room. All health care screening and pandemic compliance begins at the front desk.

Responsibilities and Duties

- Serves as the front desk clerk and primary point of contact for office; to include telephone, fax, and mail screening.
- Screens visitors with health questions and follows pandemic procedure, as well as notifying staff members about participants waiting in the front.
- Will handle all payments made to TAC and will follow financial policy. Writes receipts and enter payments into the CaseWorx database for case management.
- Maintains filing system and filing room in coordination with the program staff. Will work with director as well on projects organizing and updating agency files.
- Will serve as the primary administrative assistant for the office and will have areas of responsibility as designated by the director.
- Will perform all other duties as assigned.

Work Schedule

- Monday – Friday (8 a.m. to 5 p.m.) fulltime
- Flexible work schedule available, with two weeks of sick & annual leave available.

Starting pay \$15.00 per hour